

**HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316**

NATIONWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 61-03 **POSITION TITLE:** Property Book Officer

GRADES: CW4 **DMOS:** 920A

FEMALE ASSIGNMENT ELIGIBILITY: YES

UNIT: 91st Troop Command

LOCATION: Richmond, Virginia

OPENING DATE: 23 May 2003 **CLOSING DATE:** 23 June 2003

POC FOR ADDITIONAL INFORMATION: CPT Deborah Hunt, (434) 298-6337, or DSN 438-6337, or e-mail Mrs Brenda Ralls at brenda.ralls@va.army.mil

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional warrant officers, grade WO1 through CW4, who are members of, or are eligible to become members of the Virginia Army National Guard. Enlisted personnel with an approved predetermined Warrant Officer packet for 920A who are members of, or eligible to become members of the Virginia Army National Guard may also apply. Must be qualified in the following AOC: 920A.

DUTIES AND RESPONSIBILITIES: Responsible for the property book operations of the organization in the areas of inventory management, storage management, equipment coordination and supply management. Ensures the property book sections periodically perform asset visibility rebuild to validate data in the asset visibility files. Is accountable for various categories of property. Maintains property book accountability utilizing an automated system and related computer programs to account for property. Establishes hand receipt files for each unit, whether separate or organic, and maintains accountability by the use of hand receipt listings. Assures that all authorized property is on hand or has been requisitioned to assist in maintaining the highest level of readiness. Coordinates the assignment and transfer of equipment assets to enhance mobilization readiness. Schedules and directs the conduct of periodic inspections, inventories and change of hand receipt accounts to assure supplies are serviceable, properly stored, maintained and accounted for as required. Reviews reports of survey to determine accountability in cases of loss or damage to property. Provides written guidance and directives of the requirements involved during the change of primary hand receipt holder. Performs other duties as assigned.

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number **61-03**

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** OERS (NCOERS for enlisted)
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (SF88 and SF93 or DD Form 2807-1 and DD 2808 completed within the last five years)
5. Photograph in Class A uniform (taken within the last 12 months)
6. Documentation to support all periods of duty/service creditable for retirement (**DD Forms 214, 1506, or NGB Forms 23/23B**)
7. Any additional information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.)

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position will be revoked.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business 23 June 2003. Do not submit application packets in notebooks, folders, document protectors, or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
LTC, AD, VaARNG
Human Resource Officer